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| duty statement |
| Class Title:Staff Services Manager I (Specialist) | Position Number:803-040-4800-010 |
| Unit:      |
| Section:Legislative and Governmental Affairs |
| Branch:      |
| Division:Director's Office |
| This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct. |
| **Job Summary:** The SSM I Specialist (legislative coordinator) may be assigned any combination of program areas in Health Care Benefits and Eligibility, Health Care Delivery Sytems, Health Care Financing and Mental Health and Substance Use Disorder Services; and Policy & Program Support areas such as Information Technology, Legal Services, Audits & Investigations, Provider Enrollment, Third Party Liability & Recovery, Management Information Systems and Office of HIPAA Compliance. Assignments are based on the expertise of the incumbent and the critical nature of legislative issues in the areas of legislative priority for DHCS during a legislative session.  |
| **Supervision Received:** Under the general direction of Assistant Deputy Director and Deputy Director |
| **Supervision Exercised:** None |
| **Description of Duties:** See below. |

## Percent of Time Essential Functions

## Under the general direction of the Assistant Deputy Director and Deputy Director:

30% Represent DHCS at legislative committee hearings by testifying on and defending highly sensitive and potentially volatile positions on bills. Respond to questions and proposed amendments. Coordinate development of DHCS testimony at legislative interim “fact-finding” hearings and advises Directorate on appropriate DHCS posture and communication from the political perspective.

20% Coordinate the development of the DHCS’ annual legislative program, including advising the Director and program management on the political feasibility, risks, and strategy related to individual proposals. Meet with and persuade members of the Legislature to author DHCS legislative proposals approved for introduction. Responsible for coordinating the proposal through the legislative process. Lobby DHCS sponsored bills, appear at all legislative committee hearings with the author to respond to questions, and prepare author’s statements. Responsible for all activities necessary to secure passage of DHCS sponsored legislation.

15% Review all bill analyses and Enrolled Bill Reports prepared by program staff for accuracy, thoroughness and consistency with DHCS and administration policy. Provide instructions for revision to program management for implementation by program staff. Perform additional research and rewrites analyses as needed. Monitor and coordinate the analysis of state legislation having an impact on specific DHCS programs and ensures the timely submission of same to the Director and the Health and Human Services Agency. Train Department staff on bill analysis preparation and legislative and budget process.

10% Lobby members of the Legislature, legislative staff and constituent groups on legislation.

10% Advise DHCS executive staff of political implications of adopting positions recommended by program staff and makes alternative recommendations as appropriate. Prepare written and oral status reports for management on legislation of interest to DHCS. Advise DHCS management regarding legislative perspectives/processes/protocols/strategies/tactics/communication.

5% Represent DHCS at meetings with individual legislators, legislative staff and representatives of various advocacy groups. Negotiate amendments to bills and/or resolutions to issues.

5% Act as liaison between DHCS and the Health and Human Services Agency, the Governor’s Office, the Legislative Analyst’s office, the Department of Finance, members of the Legislature and committee staff, and with various organizations/advocacy groups.

## Percent of Time Marginal Functions

5% Supervision of support staff in the absence of Deputy Director and Assistant Deputy Director.

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